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Personnel



PALMETTO CUP OPERATING PROCEDURES

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This instruction provides general information about the operating procedures of the Palmetto Cup Competition. It applies to units assigned to the 437th Airlift Wing, Charleston Air Force Base (Charleston AFB).

1. GENERAL INFORMATION

1.1. Purpose: The purpose of the Palmetto Cup is to have a competition which motivates squadrons to improve their on-time/participation/accuracy rates in areas requiring improvement. The Palmetto Cup is a 437th Airlift Wing, Wing Commander program and is managed by a wing Process Action Team.

1.2. Commander's Guidance: Keep the scope simple, measure items within the squadron commander's control, reward from the Palmetto Fund account and do not develop new programs or processes, if at all possible.

1.3. Categories and Points:

1.3.1. Performance Report On-time Rate: 24 points

1.3.2. Decoration On-time Rate: 21 points

1.3.3. CDC Pass Rate: 18 points

1.3.4. Duty Status Reporting Accuracy Rate: 15 points

1.3.5. Ergometry Currency Rate: 10 points

1.3.6. Combined Federal Campaign Contact Rate: 4 points

1.3.7. Air Force Assistance Fund Contact Rate: 4 points

1.3.8. Savings Bond Campaign Participation Rate: 4 points

2. SCORING SYSTEM

2.1. General. Standard rules of rounding apply. Data will be provided by the wing, group or functional POC to the MPF. Members of group staffs will be counted with the appropriate support squadron. For example, the SPTG staff will count with the 437 MSS. Members of the wing front office staff will count with the DSS.

2.2. Performance Report On-time Rate: 24 points

2.2.1. Goal: 95% on-time rate

2.2.2. On-time rate is divided into two categories:

2.2.2.1. To Group/Director of Special Staff (DSS) for reports on E-7 through O-5

2.2.2.2. To MPF for reports on E-6 and below

2.2.3. Point Matrix:

2.2.3.1. 96 - 100% = 24 points

2.2.3.2. 90 - 95% = 20 points

2.2.3.3. 80 - 89% = 15 points

2.2.3.4. 70 - 79% = 10 points

2.2.3.5. 60 - 69% = 5 points

2.2.4. Performance reports for O-6 and above are not counted

2.2.5. Groups/DSS will track on-time rates and provide data to 437 MSS/DPMZ for consolidation by the fifth day of each month.

2.3. Decorations: 21 points

2.3.1. Goal: 95% on-time rate to the Group/DSS

2.3.2. Point Matrix:

2.3.2.1. 96 - 100% = 21 points

2.3.2.2. 90 - 95% = 17 points

2.3.2.3. 80 - 89% = 12 points

2.3.2.4. 70 - 79% = 7 points

2.3.2.5. 60 - 69% = 2 points

2.3.3. Groups/DSS will track on-time rates and provide data to 437 MSS/DPMZ for consolidation by the fifth day of each month.

2.4. Curriculum Development Course (CDC) Pass Rate: 18 points

2.4.1. Goal: 95% pass rate

2.4.2. This category scores the percent of number enrolled and eligible to test within the 6 month period who pass.

2.4.3. Point Matrix:

2.4.3.1. 96 - 100% = 18 points

2.4.3.2. 90 - 95% = 12 points

2.4.3.3. 85 - 89% = 6 points

2.4.4. Point scale considerations:

2.4.4.1. The AMC goal is a pass rate of 95%.

2.4.4.2. The 437 AW averages 92% with the lowest average an 85% pass rate. Since it's rare for a squadron to go below an 85% pass rate, the incentive is to achieve 85% or higher.

2.4.5. If test scores are unavailable from ECI by the end of the award period, they will roll to the next award period.

2.4.6. If a squadron has no one testing in that award period, the category will not count during that period for any squadron. Scores will roll to the next period.

2.4.7. If a member fails, both the eligibility to test and the failure will be counted. When the member tests the second time, both the eligibility to test and either the failure or the pass will also count. If the two test attempts cross over the award periods, they will each count in the appropriate award period. For example: 100 people are eligible to test. Ninety-nine pass. The member who failed tests again in the same award period and passes. When the score is tallied, the pass rate will be 100 of 101 eligible. If the member fails again, the pass rate is 99 of 101 eligible. If the member who failed tests again in the next award period, the pass rate for the first award period is 99 of 100 eligible. Pass rate for the second award period will include the eligibility to test and the pass or failure for the second attempt.

2.4.8. The wing training monitor will provide data to the 437 MSS/DPM by the fifth day of each month.

2.5. Duty Status Reporting: 15 points

2.5.1. Goal: 90% accuracy rate

2.5.2. Point Matrix:

2.5.2.1. 96 - 100% = 15 points

2.5.2.2. 90 - 95% = 12 points

2.5.2.3. 80 - 89% = 9 points

2.5.2.4. 70 - 79% = 6 points

2.5.2.5. 60 - 69% = 3 points

2.5.3. Duty status reporting is handled by the Commander's Support Staff.

2.5.3.1. The Air Force Personnel Center compares a report from the Defense Finance and Accounting System against the TDY history data file which is inputted through PC-III.

2.5.3.2. The accuracy rate is a percentage based upon how well these two files match up.

2.5.4. 437 MSS/DPMZ will collect duty history data. Duty history data consists of all TDYs, to include TDY data for formal training (updated by both the MPF and commander's support staffs) but exclude data on contingency TDYs (updated solely by MPF).

2.6. Ergometry Currency Rate: 10 points

2.6.1. Goal: 100% current by 31 Dec

2.6.2. Point Matrix:

2.6.2.1. 100% = 10 points

2.6.2.2. 99 - 99.9% = 8 points

2.6.2.3. 98 - 98.9% = 6 points

2.6.2.4. 97 - 97.9% = 4 points

2.6.2.5. 96 - 96.9% = 2 points

2.6.2.6. 95 - 95.9% = 1 point

2.6.3. Currency is defined as passing the test, having failed the test but enrolled in a follow-up program, or exemption for medical reasons.

2.6.4. Ergometry currency will be counted once a year since it is an annual program. Points will be tallied and awarded in Jan, to be counted in the Jul-Dec award period.

2.6.5. Units are incentivized to “look ahead” to ensure all are tested by 31 Dec.

2.6.6. No notice deployments which prevent individuals from testing by the end of the calendar year will not be counted against the unit for the competition. Units will report this information to the base Ergometry Program monitor.

2.6.7. The Base Ergometry Program monitor will provide data to 437 MSS/DPMZ by the fifth day of each month.

2.7. Combined Federal Campaign (CFC): 4 points

2.7.1. Goal: 100% contact

2.7.2. Scoring is based on timeliness of goal completion.

2.7.2.1. Complete goal in 3 weeks = 4 points

2.7.2.2. Complete goal in 4 weeks = 3 points

2.7.2.3. Complete goal in 5 weeks = 2 points

2.7.3. CFC is a 6 week program held every fall.

2.7.3.1. Points will be counted in the Jul-Dec award period and tallied/awarded in Jan.

2.7.3.2. The wing CFC project officer is responsible to forward the data by unit to 437 MSS/DPMZ for consolidation at the 3, 4 and 5 week marks of the campaign.

2.8. Air Force Assistance Fund (AFAF): 4 points

2.8.1. Goal: 100% contact

2.8.2. Scoring is based on timeliness of goal completion.

2.8.2.1. Complete goal in 2 weeks = 4 points

2.8.2.2. Complete goal in 3 weeks = 3 points

2.8.2.3. Complete goal in 4 weeks = 2 points

2.8.3. AFAF is a 4-5 week campaign held every spring.

2.8.3.1. Points will be counted in the Jan – Jun award period and tallied/awarded in Jul.

2.8.3.2. The wing AFAF project officer is responsible to forward the data by unit to 437 MSS/DPMZ for consolidation at the 2, 3 and 4 week marks of the campaign.

2.9. Savings Bond Campaign (SB): 4 points

2.9.1. Two goals: Enroll 5% of the military/civilian population as new participants and get 10% of current bond buyers to increase existing allotments.

2.9.2. Scoring based on timeliness of goal completion.

2.9.2.1. Complete both goals in 2 weeks = 4 points

2.9.2.2. Complete both goals in 3 weeks = 3 points

2.9.2.3. Complete both goals in 4 weeks = 2 points

2.9.3. SB is a 4-5 week campaign held in Jun.

2.9.3.1. Points will be counted in the Jan-Jun award period and tallied/awarded in Jul.

2.9.3.2. The wing SB officer is responsible to forward the data by unit to 437 MSS/DPMZ for consolidation at the 2, 3 and 4 week marks of the campaign.

3. OTHER INFORMATION

3.1. Timeframe:

3.1.1. The Palmetto Cup will begin on 1 Jan of each year and run through the calendar year in 6-month periods.

3.1.2. The first award period is Jan-Jun, with point tally and award presentation in Jul.

3.1.3. The second award period is Jul-Dec, with point tally and award presentation in Jan.

3.1.4. If the wing commander's schedule does not permit award presentation in those 2 months, then the presentations will occur as soon as possible in Feb and Aug.

3.2. Monthly Status Slides:

3.2.1. Monthly status slides will be consolidated by the MPF and shown at the Thursday wing staff meeting in the third week of the month.

3.2.2. The PAT leader and 437 MSS/DPM will ensure the slides are to wing admin NLT the Wednesday before the appropriate staff meeting.

3.3. PAT Meetings:

3.3.1. The PAT will meet in Feb and Aug of each year to review the program and make additions, changes, deletions, revisions, as required.

3.3.2. The PAT leader will be responsible for setting up those meetings as well as making required changes to this operating instruction.

3.3.3. Each PAT member must provide a replacement to the PAT when he/she departs Charleston Air Force Base.

3.3.3.1. Each group, the Director of Staff and the MPF provide a representative to the PAT.

3.3.3.2. At minimum, the PAT will review the following issues at the bi-annual reviews:

3.3.3.2.1. Establishing a minimum point score.

3.3.3.2.2. Establishing a most improved category.

3.4. Competition:

3.4.1. All squadrons (to include the 437th Comptroller Squadron) compete against each other equally. No distinction by group is made.

3.4.2. The Special Staff will compete as a squadron. If the Special Staff wins 1st, 2nd or 3rd place, the Director, Special Staff will distribute the money among the staff agencies as he/she deems appropriate.

3.5. Award Amounts:

3.5.1. Award dollars come from the Wing Commander's Palmetto Account fund.

3.5.2. 1st Place = \$7,500

3.5.3. 2nd Place = \$5,000

3.5.4. 3rd Place = \$2,500

3.6. Comptroller Duties:

3.6.1. The Comptroller will ensure award monies are distributed directly to the winning squadron accounts.

3.6.2. Additionally, the Comptroller will ensure the Palmetto Account fund includes both O & M and TWCF monies so the award can go to any squadron.

3.7. Ties:

3.7.1. In the event of a tie, the money will be totaled and divided equally, depending on the circumstances of the tie.

3.7.1.1. For example, if a three way tie for second place exists, then \$7,500 would be divided among the three tied squadrons.

3.8. Award Monies Usage:

3.8.1. The award money should be used as determined by the squadron commander for quality of life projects for the squadron, such as break room furniture, computers in dorm rooms, picnic areas, etc.

3.8.2. All projects must be approved by the wing commander.

3.9. Trophies:

3.9.1. The first place squadron will earn a trophy to be put on display in the squadron.

3.9.2. The trophy will travel from first place winner to first place winner every 6 months.

3.9.3. A duplicate trophy will be on display in the foyer of the wing headquarters building.

3.9.4. The 437th Support Group (via the PAT leader) will pay for engraving the plates for these trophies. The plate will have the name of the first place winner and the dates of the award period.

3.10. Additional Recognition:

3.10.1. The PAT leader will ensure the following additional recognition for the first place squadron:

3.10.1.1. An article and photo spotlighting the squadron's achievement in the Airlift Dispatch.

3.10.1.2. An announcement on the base marquees that the squadron is the Palmetto Cup winner.

3.11. Award Presentation:

3.11.1. The award presentation will be the culminating event at a wing commander's call in Feb/Mar and Jul/Aug.

3.11.2. If the wing commander's schedule does not permit a wing commander's call in those months, then award presentation will be in a suitable public forum, such as wing staff meeting.

ROBERT D. BISHOP, Jr., Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, Awards and Decorations Program

AFI 36-2805, Special Trophies and Awards

Abbreviations and Acronyms

AFAF—Definition and Acronyms

AFI—Air Force Assistance Fund

AFPD—Air Force Instruction

CAFBI—Charleston Air Force Base Instruction

CDC—Curriculum Development Course

O & M—Operations and Maintenance

PAT—Process Action Team

SB—Savings Bond

TWCF—Transportation Working Capital Fund